

# REPORT

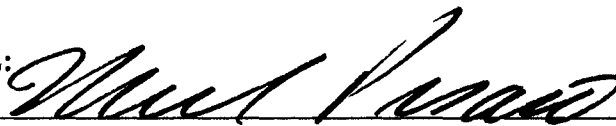
**DATE:** June 2, 2005

**TO:** Administration Committee  
Regional Council

**FROM:** Debbie Dillon, Supervising HR Officer, 213.236.1870, dillon@scag.ca.gov

**SUBJECT:** Salary Range Adjustments

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

The Personnel Committee recommends that the Administration Committee approve increasing the top of the salary range for the following classifications effective July 1, 2005:

- +6.2% Operations Technician
- +2.6% Executive Assistant to the Regional Council
- +4.8% Senior Administrative Assistant

## BACKGROUND:

SCAG Best Practices recommended a comprehensive classification/compensation study be conducted. A study was completed in 2001 by a consultant, Personnel Concepts, Inc. SCAG staff recommended implementation of the classification/compensation study to the Regional Council in August 2001. The Regional Council approved the study and the recommendations contained therein.

The Personnel Concepts, Inc. study recommended a salary survey at least bi-annually. SCAG staff has been proactive in its approach to reviewing the total compensation package for SCAG staff. A benchmark salary survey has been conducted annually since the implementation of the study to maintain market competitiveness as outlined in the 2001 study. The adoption of the study included a compensation guideline to maintain SCAG's salary ranges at the 75th percentile of its comparable marketplace.

- December 2002
  - January 2003 top of salary range table adjusted by 2.6% for CPI
  - Approved by Personnel Committee in January 2003
- December 2003
  - No changes recommended
  - SCAG salary ranges at or above 75th percentile
- December 2004
  - No changes to benchmarks

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Three salary ranges in the Administrative Job Family recommended for change effective July 1, 2005:

- **Executive Assistant to the Regional Council** + 2.6% top of range  
Current Range \$54,345 - \$81,530 annually  
Proposed Range \$54,345 - \$83,685 annually
- **Operations Technician** + 6.2% top of range  
Current Range \$26,557 - \$39,842 annually  
Proposed Range \$26,557 - \$42,332 annually
- **Sr. Administrative Assistant** + 4.8% top of range  
Current Range \$37,526 - \$56,291 annually  
Proposed Range \$37,526 - \$58,992 annually

## **FISCAL IMPACT:**

There is no fiscal impact for this recommendation. The employee's that occupy these ranges will move in the range during the annual evaluation cycle. Adequate funds are included in the budget for fiscal year 2005/2006.